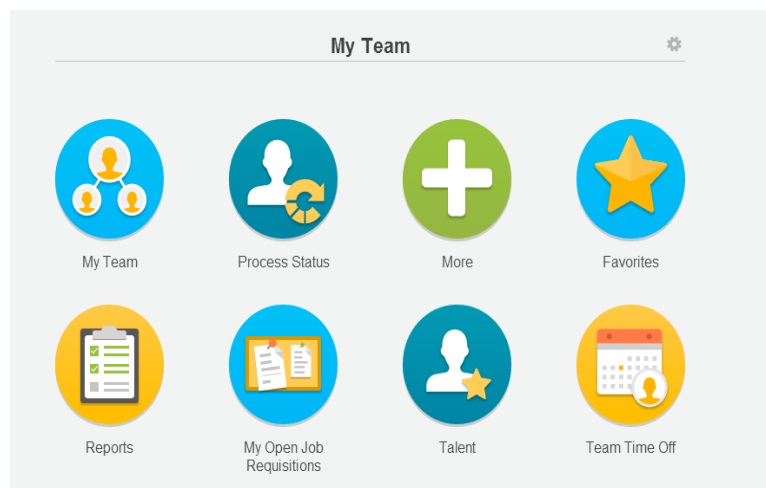


Navigate Information About Team

When logging into FermiWorks for the first time, you are greeted with an introductory page that presents an overview of the FermiWorks banner. The banner contains FermiWorks global navigation functions, such as Search, Navigation Menu, your Profile and your Inbox. Click through the **Let's get started!** button to advance the FermiWorks application.

My Team

The My Team landing page is FermiWorks's one-stop shop for all manager self-service and informational needs. From this page, a manager can access all relevant information about his or her direct reports.



The icons on the My Team page provide access to groups of related tasks, reports, and links called worklets. These worklets are organized by functional category and represent different tasks or work that you can easily perform using manager self-service functionality.

Worklets

Each of the following worklets contains actions and views related to a functional area. Some of the more prominent worklets are:

My Team	This worklet provides immediate access to your direct reports. You can click an employee's name to view their employment information and select links to manager tasks and views.
Compensation	Managers can graphically view their direct report's pay compared to others on the team, and by salary range. They can request bonus plan changes, stock grants, compensation changes, and view compensation history.
Process Status	The Process Status icon provides a snapshot of each of the business process events that you have initiated either as a manager or as an employee.

Worklets can be added or removed as allowed by your organization. There may be worklets that your organization has deemed mandatory. Some of the worklets FermiWorks provides may not be available to you, depending on the functionality enabled in your FermiWorks implementation.

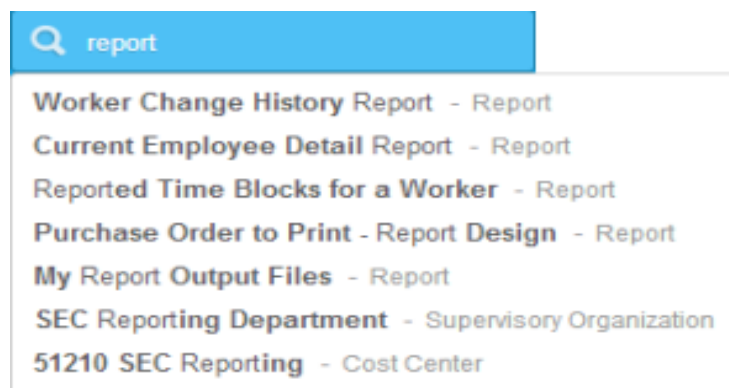
Using Search

Use the Search box to locate any tasks, reports, and views to which you have access. If you are not sure where to find information in a particular worklet, simply type the task name or report you are looking for into the Search box.

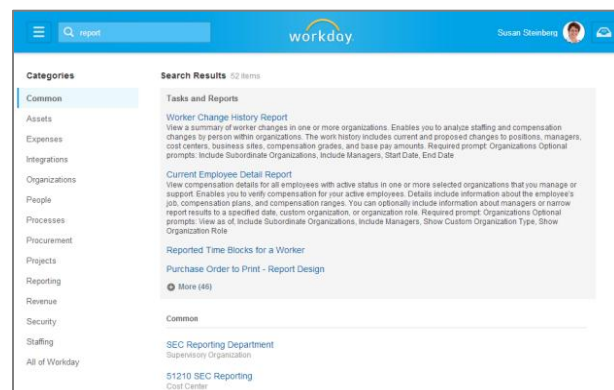


Navigate Information About Team

As you type in the search box, FermiWorks will begin to filter your request and offer several of the most common search results in a drop down menu. Select one of these results if it is what you are looking for, or simply press **Enter** to skip the menu and display the search results in a separate window.



Searches can be performed on narrow, targeted areas of FermiWorks, or expanded to include all of FermiWorks. By default, the focus of a typical search is on the most common areas of FermiWorks. As the amount of data in your system grows over time, narrowing the focus of your search can improve search time.



To change the focus of your search, select the distinct area of FermiWorks you would like to search from the **Categories** list. Alternatively, expand your search by selecting **All of FermiWorks**.

In the example above, typing 'reports' in the search window brings up a list of related reports and tasks to which you have access as a Manager. Report links are accompanied by a report description, and clicking on the link launches the report. Clicking on a task link initiates that task.

You can use search to locate worker information about you or your co-workers. If you have no managerial responsibilities, the information you can view about other workers is restricted.

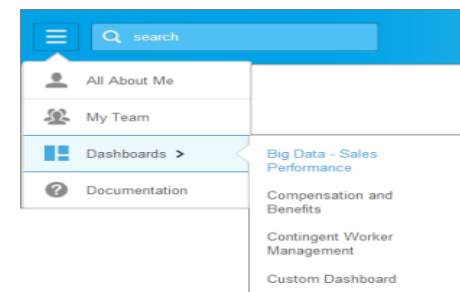
You may also see the organizations that a worker belongs to, their management chain, their current job, and who supports the organization that they reside in such as their HR Partner, Benefits Partner, etc.

You can also search for your own personal information. For example, typing "address" in the search window brings up a series of reports that display a history of your address changes, a list of email addresses, your work and home addresses. Some of these reports are actionable and allow you to modify or add to your address information.

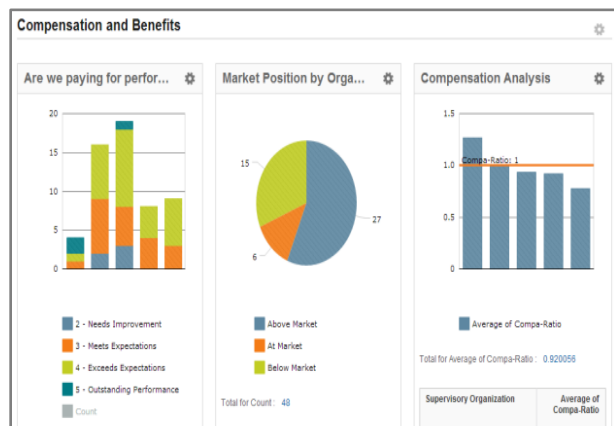
Dashboards


Dashboards are pre-configured landing pages related to specific functional areas within FermiWorks. Targeted for managers, dashboards are populated with worklets that are specific to these functional areas.

Links and Related Action icons and buttons within dashboard worklets are "live", meaning you can drill-down into them, or perform additional actions with them. Chart-based worklets are also configurable; you can change or configure the worklet chart to display the data in a different manner.




Navigate Information About Team



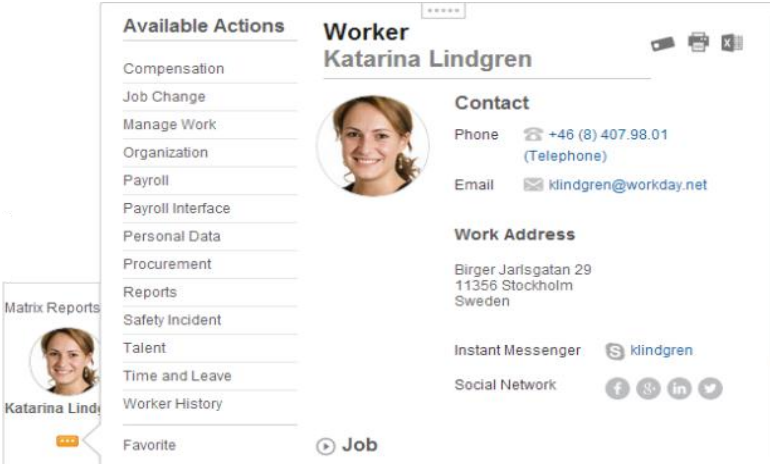
The Settings icon  on each worklet provides options such as refreshing the data, showing the information in a chart, downloading to excel or viewing description information. The options can be different on each Worklet.

Additional custom worklets created with the report writer can also be added to these dashboards.

Related Actions

When the Related Actions icon () displays next to an object, you can take actions or complete tasks related to that object.

Available actions depend on the security groups you belong to. In the example below, Amelia Casias' manager Scott Wilkerson has the ability to view data and accomplish tasks related to his employee such as requesting a compensation change, transferring the employee, initiating a performance review, or viewing job history—all from the related actions menu for Amelia. Many of these tasks are also available in worklets on the My Team page. FermiWorks often provides more than one way to accomplish or navigate to the same task or report.



The screenshot shows the "Worker" profile for Katarina Lindgren. On the left, a list of "Available Actions" includes: Compensation, Job Change, Manage Work, Organization, Payroll, Payroll Interface, Personal Data, Procurement, Reports, Safety Incident, Talent, Time and Leave, Worker History, and Favorite. The main profile area includes a photo of Katarina Lindgren, her name, and contact information: Phone (+46 (8) 407.98.01), Email (klindgren@workday.net), and Work Address (Birger Jarlsgatan 29, 11356 Stockholm, Sweden). It also shows an Instant Messenger link (skindgren) and social network links (Facebook, Google+, LinkedIn, Twitter). A "Job" button is visible at the bottom right.